

**The Division of Overseas Ministries
Of The Christian Church (Disciples of Christ)
POSITION DESCRIPTION**

Position: Vice President for Administration and Programs
Department: Partner Relations
Location: Indianapolis, Indiana
Reports to: DOM President

PRIMARY FUNCTION

The Vice President for Administration and Programs oversees the day-to-day work of the Director of Recruitment and Training, Director of the People to People Pilgrimage Program, and Director of Communications. Responsible for various other administrative functions as assigned by the President, including supporting the day-to-day operational management of the Division of Overseas Ministries (DOM)/Global Ministries staff.

This position will be part of the Division of Overseas Ministries' leadership team that drives the organization's overall strategy. With a program team of dedicated professionals, the Vice President for Administration and Programs will be responsible for program leadership, planning and delivery, knowledge management, and relationship building both inside and outside the Division of Overseas Ministries and enhance the effectiveness and efficiency of the President's Office.

The success of this role demands a strong office presence. Must have the ability to innovate, think strategically and conceptually, listen carefully, multi-task, give attention to details and organization, and communicate efficiently. The position requires an extremely high level of professionalism, sound and mature judgment, and collegiality. Must have the proven ability to advise effectively and develop collaborative relationships across diverse constituencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works closely with the President in promoting the overall strategy and mission; serves as operational assistant to the President, authorized to carry out management/administrative responsibilities, including day-to-day management for the Partner Relations and Mission Engagement teams.
- Works with the President to oversee all aspects of program strategy, planning, and delivery, including programmatic strategies established for the Common Global Ministries Board.
- Works in a coordinated manner with the Executive Assistant on event planning, travel plans, projects, and other routine day-to-day activities.
- Coordinates and oversees special projects and special events.
- Provides leadership, guidance, and innovation to ensure quality, integrity, and continuous improvement of organizational programs and project management.
- Provides leadership in developing team communication and cohesiveness and coordinating staff meetings.

- Works with President to ensure that DOM/Global Ministries programs and processes are cutting-edge, adapting to new realities, incorporating new approaches, and expanding partnerships, alliances, and audiences.
- Participates in annual processes such as staff performance reviews and goal setting.
- Develops innovative initiatives to enhance efficiency and effectiveness throughout the office.
- Develops and enhances the systems needed to gather internal and external performance information and utilizes it to assess, improve, and demonstrate organizational impact.
- Facilitates mission co-workers' interpretation and iteration in congregations, Disciples Regions, and UCC conferences.
- Contributes to the effectiveness of work teams by fostering a spirit of cooperation and accomplishing assigned tasks.
- Develops and maintains professional and courteous relationships with staff, partners, and other constituents; serves as a positive role model by exemplifying values consistent with DOM/Global Ministries.
- Represents the President at meetings and in denominational and ecumenical gatherings at the President's request.
- Serves as the DOM liaison with the appropriate UCC counterpart for overseeing the work of Global Ministries in the President's absence at the request of the President.
- Provides staff support to the DOM Board of Directors.
- Other responsibilities as assigned.

MINIMUM QUALIFICATIONS: The requirements listed below represent the knowledge, skills, and abilities required to perform successfully in this position.

- A bachelor's degree in a related field or equivalent experience, or a combination of academic study and experience; advanced degree preferred, plus 5-10 years' experience leading in a complex non-profit religious organization.
- Sensitivity to working in diverse racial, ethnic, cultural, and religious settings with a commitment to pluralism in the workplace and one's understanding of mission.
- Thorough understanding of the history, polity, and structures of the Disciples of Christ and the United Church of Christ.
- Commitment to and theological understanding of mission in its broad range of concerns; ability to articulate and witness to one's faith perspective.
- Considerable people management skills; capable of acting as leader, advisor, mentor, and coach.
- Demonstrated ability to work collaboratively and collegially as well as independently.
- Demonstrated ability to supervise, delegate, and utilize the help of administrative support staff professionals.
- Demonstrated excellent written and oral English language skills, including conceptualizing and developing print and media resources.
- Exceptional analytical and critical thinking skills.
- Significant relationship building experience.
- Strong organizational skills.
- Problem-solving skills and ability to create strategies to achieve defined goals.

- Time management skills and ability to multi-task in an environment of frequent interruptions.
- Strong interpersonal and diplomacy skills.
- Ability to use technology to enhance work; proficiency with Office 365 (Excel, Word, Outlook, and PowerPoint applications) as well as other presentation tools and video conference platforms.
- Ability to travel within the US and internationally.

The Division of Overseas Ministries is an equal opportunity employer.

Interested applicants should email a copy of their resume and cover letter to Viktoria Varnado-Wooten, Executive Assistant to the President at vvarnado-wooten@dom.disciples.org.